

Draft (3 August 2026) Constitution and Rules for Gungahlin Finger-style Guitar Club (GFGC)

- **GFGC is a five-minutes-each learning-jamming-recording club for finger-style guitarists.**
- **It is planned to begin in mid 2027 at the Gungahlin Community Centre (ACT) where (after half an hour of free chai and cheese salad in the kitchen) members take turns to deliver and control their own jams.**
- **GFGC will be started by older folk to iron out the bugs in constitution and procedures so that it is easy for community groups of any age or demographic to start their own learning-jamming-recording club for their sort of music.**
 - **Recordings (eg jingles) can be uploaded immediately** after recording and registered (through [APRA](#)) with an equal percentage of royalty (composer/author) rights accorded to each APRA registered person as negotiated (chosen) by the 5-minute-conch-controller at the time
 - **A big TV displays chords and lyrics** with the option to cast personal content through an AppleTV.
 - **No revenue (other than entrance fees)** employment, subcontracting, sales, merchandising, trade or fund-raising are administered by the GFGC
 - **No physical assets** (inventory or equipment) is kept by the GFGC other than books and records required for reporting to members and authorities
 - **Core GFGC tenets of: transparency;** non-profit status; democratic voting; no assets; no receipt of cash donations or grants (unless the funds go directly in one transaction to the forward payment of room hire) can only be modified through formal motions put to the club's AGM in the first week of July after elections have taken place

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1. Membership criterion

- is verifiably over the age of 30 at the attendance of their first meeting
- signs on (at each weekly gathering) with a verifiable name and surname
- signs on (at each weekly gathering) with a verifiable residential address
- signs on (at each weekly gathering) to the code of conduct on the '**GFGC Sign-On Sheet**'
- signs on (at each weekly gathering) with a verifiable email address and agrees to receive emails from the '**GFGC Email List**' updated in a sealed section in the '**GFGC Record of Membership**'
 - a person who emails the executive or orders in writing on the '**GFGC Sign-On Sheet**' to be taken off the '**GFGC Email List**' also resigns from membership
 - all private details - name, address and email address - from all sign-ons are redacted with black pen
- arrives with a guitar (and lead if recording) with the ability (or intent) to play it with finger-style
- agrees to contribute (in equal share) if the standard fee incurred for room and/or kitchen hire at each weekly gathering) does not suffice eg topping the hire fee up to \$5 each if only 5 people turn up instead of the average of 7 (at \$4 each)
 - members of the executive will hold a buffer of \$1 and \$2 coinage to break \$5 or \$10 notes to cover the necessary physical payments to the club tin (which is then banked)
 - electronic settlement (direct deposit) to the club's CHQ account is not encouraged but tolerated if immediate and validated by a notification on the treasurer's device

Code of conduct (on the '**GFGC Sign-On Sheet**')

- I (undersigned) agree to
 - **follow the safety directives** of people allotted to key tasks such as kitchen or room setup, process or pack-up
 - **accord to the 'membership criterion'** with all it's conditions and responsibilities listed above
 - **read the 'GFGC Constitution and Rules'** on the club's website within 7 days of attending my second gathering
 - **never interrupt a person conducting a 5-minutes-each session** until or unless there is general permission to do so or are specifically given an invitation to do so by the person in control of same

Form structure on the bottom of each page of the '**GFGC Sign-On Sheet**'

EMAIL	NICKNAME	NAME	SURNAME	GENDER	STREET ADDRESS	POSTCODE	SIGNATURE	DATE
				M ☐ F ☐				

2. Membership fees and subscriptions

- **an entrance fee of four dollars cash* is the only 'membership' fee for those who attend each weekly gathering**
 - the treasurer holds a caché of \$1 and \$2 coins as a way to quickly break down \$5, \$10 or \$20 notes from members
- *if a particular weekly gathering's room hire fee is not approximated the treasurer calls for an equal share top-up from those present to approximate the hire fee (in \$1 portions)
 - **example 1:** the room hire fee is \$30 but **only five people turn up** ... $4 \times 5 = \$20$... so the treasurer calls for an extra \$2 from each participant to make \$30 ... $(4+2) \times 5 = \$30$
 - **example 2:** the room hire fee is \$30 but **only four people turn up** ... $4 \times 4 = \$16$... so the treasurer calls for an extra \$2 from each participant to approximate ... $(4+3) \times 4 = \$28$
 - **example 3:** the room hire fee is \$30 and **twelve people turn up** ... $12 \times 4 = \$48$... so the whole \$48 is banked with the extra revenue going towards
 - forward payment of room hire or
 - free refreshments in the first half hour of kitchen hire

3. Members' liability

3.1 Payment of costs

- all costs are covered by the accrued entrance fees or by the extant executive of the elected committee

3.2 Payment of debts

- all debts are covered by the accrued entrance fees or by the extant executive of the elected committee

3.3 Payment of liabilities

- all liabilities are covered by the accrued entrance fees or by the extant executive of the elected committee

3.4 Payment of charges and expenses of winding-up

- all charges and expenses of winding-up are covered by the accrued entrance fees or by the extant executive of the elected committee

3.5 Specific Winding Up Clause for ACNC registration

- In the event of the organisation being wound up or dissolved, all assets that remain after winding up and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes, which is charitable at law and which has rules prohibiting the distribution of its assets and income to its members. (pasted from ACNC not-for-profit information page)
 - <https://www.acnc.gov.au/for-charities/start-charity/not-for-profit>

4. Discipline

4.1 Procedure for disciplining members

- a respondent's expulsion or barring from attendance (till the second of the following first Monday of the month) is polite, immediate and the only forms of disciplining
- a respondent's expulsion or barring from attendance (till the second of the following first Monday of the month) is invoked at any weekly gathering by a majority show of hands via a motion from any present member of the executive ... seconded by any present member and passed by a majority show of hands

4.2 The way in which a member may appeal

- a respondent's appeal against expulsion or barring from attendance (till the second of the following first Monday of the month) can be made in writing to the executive where the correspondence date (letter or email) is no later than five week days (M-F) from the date of the motion to expel or bar
- on receipt of the appeal the issue is discretely placed on the agenda and considered by a Special General Meeting held in the final hour of a gathering on the first Monday of the following month after the receipt of the appeal

4.3 Representations in relation to any charge made against the member

- at a Special General Meeting held in the final hour of a gathering on the first Monday of the following month after an appeal is formally lodged in writing to the executive
 - the respondent may appear (with or without representation) to present evidence for a timed (five minute) span uninterrupted
 - the respondent (with or without representation) may each receive questions or comment from those present for a timed (five minute) span or longer (at the discretion of the executive) if requested by the respondent
 - the executive decides on the issue after those present have voted (with a show of hands) on any motions put by members
 - the executive decision is final

4.4 Dispute resolution

- a letter to the executive from any member (or members) outlining a dispute invokes a Special General Meeting on the first Monday of the following month (or at the discretion of the President)
 - the dispute letter must outline:
 - the nature of the dispute
 - the parties to the dispute
 - the logical reasoning for the desired outcome of the claimant or claimants
- at a Special General Meeting held in the final hour of a gathering on the first Monday of the following month after a dispute is formally lodged in writing to the executive
 - parties to a dispute may, each, give arguments, evidence or context for a timed (five minute) span uninterrupted
 - the parties to the dispute may, each, receive questions or comment from those present for a timed (five minute) span or longer (at the discretion of the executive) if requested by either of the parties to the dispute
 - the executive decides on the issue after those present have voted (with a show of hands) on any motions put by members
 - the executive decision is final

5. Committee (executive) of the association

5.1 Name, constitution and powers of the committee of the association

- the managing committee is known as 'the executive'
- the executive has no power to raise revenue (other than through entrance fees)
- the executive does have power to spend reserves as long as those expenditures are reported to members in the '**GFGC Record of Finances**' within 24 hours of the transaction and formally reported in the next general meeting on the first Monday of the month
- The executive consists of:
 - **President**: presides over (chairs) any general or special general meeting held with a quorum of at least four executives in the final hour of any Monday night gathering
 - **Vice President (safety officer)**: (in the absence of the President) the VP presides over (chairs) any general or special general meeting held with a quorum of at least four executives in the final hour of any Monday night gathering
 - the Vice President is the club's safety officer with appropriate preparation and training for first aid
 - while all in the executive take responsibility for safety the Vice President has the specific authority to cease, halt or delay all and any proceedings until his/her perception of hazards are reduced or annulled (eg laying/taping of cables, power, switches etc)
 - **Secretary**: maintains and disseminates all information and correspondence including: emails; publicity; web site maintenance and correspondence to and from relevant authorities
 - **Treasurer**: records and reports all finances and transactions in accord with the '**GFGC Rules and Procedures**'
 - **Public Officer**: records and reports all documents to Access Canberra and any other relevant authorities
 - the public officer also oversees all procedure for elections, disputes, appeals expulsions and barring from attendance (till the second of the following first Monday of the month)
 - while the executive or the president may hold discretion of such matters in regard to to chairing or timing the public officer has the power to cease, halt or delay all and any proceedings until his/her perception of error in procedure is corrected
 - the public officer also serves as a private consultant to members for expulsions, barring, dispute or confusion ... clarifying procedure and providing an assurance that anything discussed is neither recorded or discussed with other members

5.2 Election or appointment of members of the committee

- executive members are generally refreshed at the annual general meeting (AGM) which is held on the first Monday of the month of July
 - with at least 10 week days (M-F) notice via the '**GFGC Email List**' the next first Monday of the month is the venue for any candidates to fill casual vacancies
- elections are conducted by Australian ballot ie a secret ballot with preferential voting
- an Apple Numbers file (see [download](#)) is filled by the public officer after nominations close

GFGC BALLOT YRMTDY 000001	president	vice-president	secretary	treasurer	public officer	GFGC BALLOT YRMTDY000001 ADD NAME+SIGNATURE TEAR OFF AND KEEP	AUSTRALIAN BALLOT If no candidate receives more than 50% of the first-choice votes, the candidate with the least votes is eliminated, and their votes are redistributed to the remaining candidates based on the voters' next preferences until one candidate achieves a majority.
	☐ FredS	☐ GeldoffX	☐ AaronG	☐ SpannyH	☐ FannyH		
	☐ JohnX	☐ BennieJ	☐ BilboB	☐ SpinnyK	☐ FennyE		
	☐ MargeK	☐ GenaS	☐ GizelleL	☐ SpoonyT	☐ FonnyB		
	☐ MinnieB	☐ TaniaE	☐ SimoneQ	☐ SpunnyL	☐ FunnyA		
GFGC BALLOT YRMTDY 000002	president	vice-president	secretary	treasurer	public officer	GFGC BALLOT YRMTDY000002 ADD NAME+SIGNATURE TEAR OFF AND KEEP	AUSTRALIAN BALLOT If no candidate receives more than 50% of the first-choice votes, the candidate with the least votes is eliminated, and their votes are redistributed to the remaining candidates based on the voters' next preferences until one candidate achieves a majority.
	☐ FredS	☐ GeldoffX	☐ AaronG	☐ SpannyH	☐ FannyH		
	☐ JohnX	☐ BennieJ	☐ BilboB	☐ SpinnyK	☐ FennyE		
	☐ MargeK	☐ GenaS	☐ GizelleL	☐ SpoonyT	☐ FonnyB		
	☐ MinnieB	☐ TaniaE	☐ SimoneQ	☐ SpunnyL	☐ FunnyA		

- nominations close two week days (M-F) prior to the date of the AGM
 - ie by 12am of the Thursday prior to the AGM held on a Monday
 - this allows for the production of ballots and the training of non-executive counters
- candidates can self nominate and no seconder is required
- candidates can change their mind no less than two week days (M-F) days prior to the AGM but (in any event) can only nominate for one position
- candidates are free to lobby, poll or discuss anything (short of slur) on any medium
 - any candidates are given leniency to use their five-minutes-each time to expound policies and/or to chair discussion about their candidature at any point in time
 - some or all candidates for the same position are welcome to hold a debate with the President (or Vice President) chairing the debate ie defining issues and timing the five-minutes-each
- **at the AGM candidates can nominate for a different position if (before or after voting) an executive candidacy remains unfilled**
 - in that event an appointment or a first past the post (with secret ballot or show of hands) will occur at the discretion of the highest office holder ie in order ... President - Vice-President - Secretary - Treasurer - Public Officer
 - in that context all present vote and the highest office holder has a choice:
 - to deliver a casting vote
 - or to put the matter in to abeyance and call a special general meeting at a date of his/her choice

5.3 The term of office of members of the committee

- executive members are generally refreshed at the annual general meeting (AGM) which is held on the first Monday of the month of July unless the position is formally vacated

5.4 Grounds on which an executive's role is taken to have become vacant

- a vacated executive role is invoked by either the person in that role declaring the position vacant (resigning) in writing to the executive or (by agreement with the executive) declared vacant by the president
 - a vacated executive role must be communicated to all members via the '**GFGC Email List**' with the date and time of election (usually the following first Monday of the month)

5.5 Filling a casual vacancy in the office of a committee member

- each candidates (who can self nominate at any time but only for one position) have (by alphabetical order of surname) five minutes each of timed uninterrupted speech or presentation at the general meeting cited as the date for election
 - followed by five minutes each (per candidate) of questioning by any members present
 - responses to questions can not be longer than one minute long and are also timed
- all executive members are voted via secret ballot using the '**GFGC Preferential Voting and Secret Ballot Rules**' which is a preface to '**GFGC Record of Executive**'

5.6 Quorum at a meeting of the executive

- at least four members of the executive who must include either the president or the vice president
 - formal executive meetings are held on the the same day (Monday) of gatherings for normal club activities
 - ideally before or during gatherings so that members can be informed and enquire
 - expenditure of (in total) over \$20 must include the presence of the president
 - disciplining (expulsions or barring) must include the presence of the president
 - if/when anything beyond informal chats are to develop all other members are notified at least one hour prior via the '**GFGC Email List**' and openly invited to listen in
 - this provides flexibility for the executive to move quickly on planning or deal with immediate issues but also inform-debate-discuss what is happening with members that might be present

5.7 The procedure to be followed at a meeting of the committee

- welcome by president
- introduction of all present by role and name
- president displays and/or reads the agenda
- president negotiates the order of the agenda
- president's report
- treasurer's report
- secretary's report

- public officer's report
- acceptance of previous minutes (and previous reports) to the records (show of hands)
- calls to the floor for agenda items (including notice of motions to be put)
- agenda finalised
- agenda items (reflected in minutes taken by the secretary) take the form:
 - item > discussion > solution options > motions invited
- motions are put by anyone at any time but must be seconded by a member of the executive
- motions are voted on by a show of hands and finalised
 - unless the president decides the agenda item is in 'abeyance' and is carried over to the next meeting
- secretary reads out the first draft of the minutes
- meeting closed

6. Meetings: executive, general, special general and AGM

- **executive meetings** are relatively informal in nature
 - though members are notified of important issues being decided on they only result in immediately posted minutes when there are motions or decisions that are of major or immediate significance - formal reports are included in monthly general meetings
- **executive meetings** occur (as do general and special general meetings) on Mondays
 - the same time that gatherings for normal club activities occur
 - they are commonly witnessed by normal members who are free to question and report to others on discussions

6.1 The frequency of general meetings

- on the first Monday of each month

6.2 How general meetings are convened

- notice (and agenda items at that point) are given by the secretary to all members via '**GFGC Email List**' no less than five week days (M-F) prior to the following first Monday of the month

6.3 How special general meetings are convened

- notice (and agenda items at that point) are given by the secretary to all members via '**GFGC Email List**' no less than five week days (M-F) prior to the following first Monday of the month
 - following the decision by the executive, the president or as invoked by a 90%+ majority of members at a gathering
- immediate or short notice of of an agenda (or updated agenda) to all members may be invoked if the President (or acting Vice-President) sees fit
 - but (in that context) within at least 24 hours of the decision to hold a special general meeting

6.4 The procedure of meetings

MEETINGS OF THE EXECUTIVE (THOUGH LESS FORMAL) HAVE THE SAME FORMAT AS GENERAL OR SPECIAL GENERAL MEETINGS ...

- welcome by president
- introduction of all present by role and name
- president displays and/or reads the agenda
- president negotiates the order of the agenda
- president's report
- treasurer's report
- secretary's report
- public officers report
- acceptance of previous minutes (and previous reports) to the records (show of hands)
- calls to the floor for agenda items (including notice of motions to be put)
- agenda finalised
- agenda items (reflected in minutes taken by the secretary) take the form:
 - item > discussion > solution options > motions invited
- motions are put by anyone at any time but must be seconded by a member of the executive
- motions are voted on by a show of hands and finalised
 - unless the president decides the agenda item is in 'abeyance' and is carried over to the next meeting
- secretary reads out the first draft of the minutes
- meeting closed

6.5 The number of members that constitutes a quorum at a general or special general meeting

- at least two members with at least four executive

6.6 Rules regarding vote by proxy at a meeting

- there is no vote by proxy at any meeting of the GFGC

6.7 Prior notice of meetings and associated agenda

- as all meetings general or special general) occur on the first Monday of each month
 - five week days (M-F) is the rule for notice of meeting and notice of agenda
 - unless the president (or acting vice-president) invokes an immediate to short notice of an agenda to all members via '**GFGC Email List**'

6.8 Prior notice of motions at meetings

- notice (or updates) of motions at first Monday of the month meetings can occur at any time
 - fresh or modified motions can also be put at any time during a meeting by any member
 - as long as they are seconded by a member of the executive
 - the seconding executive member does not have to vote for the motion they just empower the member to move the motion

6.9 How and when notice of motion for meetings are published or circulated

- notice (or updates) of motions at first Monday of the month meetings can occur at any time
 - but generally issued five week days (M-F) prior to a first Monday of the month meeting
 - an example of exception being the president invoking an immediate to short notice of an agenda (and notice or update of motions) to all members via the '**GFGC Email List**'

7. Financial Year

7.1 End of financial year

- the end of financial year is 12am July 1st

8. Funds

8.1 Source from which the funds are derived

- all funds are derived from entrance fees
 - there are no other forms of revenue except the following ...
- grants or donations may be received but can only be a single deposit which is immediately put to the forward payment of room hire
 - there may be mention of grants or donations in publicity or signage but there is no quid-pro-quo other than a 'thank-you' in the form of:
 - body 'X' gave '\$xxx.00' on 'date' for the forward payment of room hire
- all members must be informed of this in a special email before the donation or grant is either received or applied for to allow for discussion or disputes

8.2 How funds of the association are to be managed

- there is no petty cash
 - other than @ \$30 of \$1 or \$2 coinage held by the treasurer for a breakdown of notes in the context of entry fees
- there are no claims by members for expenses
- there is no receipt of cash donations or grants (unless the funds go directly in one transaction to the forward payment of room hire)

8.3 How funds of the association are drawn

- only the treasurer has the authority to make payments, collect cash or bank funds
- one EFTPOS Westpac Gungahlin branch card is kept by the treasurer using only two accounts
 - a savings account (in the club's name) for sundry expenses
 - a cheque account (in the club's name) for direct debits (in regard to room hire) and payments required for registration or insurance
- monthly PDFs (bank statements) are mounted on the club's web site for all members to inspect at any time
- monthly PDFs (finance reports) are also mounted on the club's web site for all members to inspect at any time

8.4 How payments from the association are permitted or constrained

- sundry expenses of more than \$40 per month (from the savings account) and/or (at any point) exceeding \$10 per week must be explained and justified at general meetings
- all or any transactions must be explained and justified when questions arise
 - questions and responses are recorded in minutes

8.5 Specific Not-For-Profit Clause for ACNC registration

- The assets and income of the organisation shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation. (pasted from ACNC not-for-profit information page)
 - <https://www.acnc.gov.au/for-charities/start-charity/not-for-profit>
- this organisation has not applied for deductible gift recipient (DGR) endorsement from the Australian Taxation Office (ATO)

9. Common Seal

9.1 How club insignia on digital media is used and approved

- the name "Gungahlin Finger-style Guitar Club (GFGC)" can only be deployed in text, sign or any humanly perceivable format by members of the executive when it is or can be perceived as a formal statement or promotion from the club

9.2 How club insignia on physical media is used and approved

- the name "Gungahlin Finger-style Guitar Club (GFGC)" in text, sign or any humanly perceivable format can only be deployed by the secretary when it is or can be perceived as a formal statement or promotion from the club

9.3 How club insignia (letterhead) on correspondence is used and approved

- the name "Gungahlin Finger-style Guitar Club (GFGC)" in text, sign or any humanly perceivable format in correspondence can only be deployed by the secretary when it is or can be perceived as a formal statement or promotion from the club

9.4 How club insignia on social media and web media is used and approved

- the name "Gungahlin Finger-style Guitar Club (GFGC)" in text, sign or any humanly perceivable format on social or web media can only be deployed by the secretary when it is or can be perceived as a formal statement or promotion from the club

10. Custody of Books and Documents

10.1 The custody of books, documents and securities

- all books, documents and securities pertaining to promotion, correspondence or meetings are under the custody of the secretary
- all books, documents and securities pertaining to finance, banking, payments or receipts are under the custody of the treasurer

10.2 The GFGC ring-binder compendium

- all key records remain stored in bundles in the '**GFGC ring-binder compendium**'
 - unless documents have been removed by the executive as working papers for meetings or discussion

11. Inspection of Books and Documents

- all books, documents and securities pertaining to promotion, correspondence or meetings are under the custody of the secretary
 - and are open to inspection at any general meeting on the first Monday of each month by any member without notice
- all books, documents and securities pertaining to finance, banking, payments or receipts are under the custody of the treasurer
 - and are open to inspection at any general meeting on the first Monday of each month by any member without notice

12. Gaming (if association holds a club licence)

- Not relevant to this association

13. Purpose of the association

- ***GFGC is a five-minutes-each learning-jamming-recording club for finger-style guitarists.***
- ***It is planned to begin in mid 2027 at the Gungahlin Community Centre (ACT) where (after half an hour of free chai and cheese salad in the kitchen) members take turns to deliver and control their own jams.***
- ***GFGC will be started by older folk to iron out the bugs in constitution and procedures so that it is easy for community groups of any age or demographic to start their own learning-jamming-recording club for their sort of music.***
 - **Recordings (eg jingles) can be uploaded immediately** after recording and registered (through [APRA](#)) with an equal percentage of royalty (composer/author) rights accorded to each APRA registered person as negotiated (chosen) by the 5-minute-conch-controller at the time
 - **A big TV displays chords and lyrics** with the option to cast personal content through an AppleTV.
 - **No revenue (other than entrance fees)** employment, subcontracting, sales, merchandising, trade or fund-raising are administered by the GFGC
 - **No physical assets** (inventory or equipment) is kept by the GFGC other than books and records required for reporting to members and authorities
 - **Core GFGC tenets of: transparency;** non-profit status; democratic voting; no assets; no receipt of cash donations or grants (unless the funds go directly in one transaction to the forward payment of room hire) can only be modified through formal motions put to the club's AGM in the first week of July after elections have taken place

14. Privacy policy

14.1 Members' personal data

- minutes are only kept in physical form by the secretary
 - all minutes of the meetings are placed on display at each first Monday of the month meeting
- a sign-on sheet will be required for insurance purposes but that data (as written) will not be:
 - on-sold or given to other entities
 - placed on display at meetings (other than the extant form in use)
 - scanned, typed or entered in to a database
 - other than email addresses and nicknames used for the '**GFGC Email List**'
 - used for spam or other commercial purposes
- authorities such as AFP (police) or statutory authorities have access to these sign-ons
- 'membership' per se will remain an informal affair with those who have attended registering a nickname, a name, an address and an email forming (along with the criterion for membership) the only basis for verifying weekly updates and YouTube community contributions

14.2 Website and YouTube community terms and conditions

- the constraints listed above in 'Members personal data' are adhered to on website and YouTube community sessions which is maintained and overseen by the secretary
 - identities recorded in minutes or on membership lists are not revealed by nickname or YouTube handle and not by name on the website or in YouTube community discussions
- YouTube community discussion are a forum to give notice of motions by members but only the president and the secretary can state or post formal decisions or interpretation of rulings of the club
 - in that context any mention of decisions or interpretation of rulings of the club must be verifiable in minutes, the constitution (this document) or other documents related to procedure (see following)

15. Administrative procedure

The 'GFGC Records Compendium' ring-binder

- In one single ring-binder compendium there exists separate sections under the following headings with the GFGC Constitution first and the rest in alphabetical order
- **GFGC Constitution and Rules 270701**
- **GFGC Record of Compliance (Public Officer)**
 - Compliance filing
 - 1st removable insert: immediate working papers
 - Calendar of compliance deadlines
 - Page format
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Sentencing
 - Compliance procedures
 - Reports to members and/or executive
 - Working papers
- **GFGC Record of Correspondence (Secretary)**
 - Correspondence filing
 - 1st removable insert: immediate working papers
 - GFGC Record of correspondence
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Most email correspondence to/from the secretary does not require printing
 - Sentencing
 - Correspondence procedures
 - Reports to members and/or executive
 - Working papers
- **GFGC Record of Emails (Secretary)**
 - Email filing
 - 1st removable insert: immediate working papers
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Secretary prints selected emails as directed by the executive
- **GFGC Record of Executive (Secretary)**
 - Executive filing
 - 1st removable insert: immediate working papers
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Executive procedures
- **GFGC Record of Finances (Treasurer)**
 - Finance filing
 - 1st removable insert: immediate working papers
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Finance procedures
 - GFGC Record of transactions
 - GFGC Record of bank statements (web folder)
 - GFGC Record of receipts and paid invoices (web folder)
 - GFGC Chart of accounts
- **GFGC Record of Incorporation (Public Officer)**
 - Incorporation filing
 - 1st removable insert: immediate working papers
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Prints or copies of essential documents related to incorporation
- **GFGC Record of Meetings (Secretary)**
 - Meeting filing
 - 1st removable insert: immediate working papers
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Prints or copies of essential documents related to meetings
- **GFGC Record of Membership (Secretary)**
 - Membership filing
 - 1st removable insert: immediate working papers
 - 2nd removable insert: filing and procedure summary + yellow flag sticky notes
 - Record of old 'GFGC Sign-On Sheets'
- **GFGC Record of Procedures**
 - a printed document encompassing all of the above in detail and with more compact type
 - reflected in a web based PDF of the same name

16. Recording: copyright and intellectual property

- original lyrics and/or melodies (works) remain the **copyright** of the owner
- ownership of recordings of original lyrics and/or melodies (**mechanical rights**) remain with the owner of the original 'works'
 - this holds regardless of
 - who records the works during the club gathering
 - what medium is used to record, construct or deconstruct during the club gathering (including AI)
 - whether or not the required permission was given by the owner of those works
- broadcasting and **screen rights** of original works (and mechanical rights) remain with the owner of the original 'works'
- the owner of the original 'works' (and the associated mechanical rights)
 - must be asked permission to record or broadcast any or part of those works on any medium
- all of the above holds regardless of the owner of works' membership (or ignorance of) **distribution, licensing or royalties bodies** such as:
 - **PPCA** (Phonographic Performance Company of Australia Limited)
 - a national, non government, non-profit organisation that represents the interest of record companies and Australian recording artists ([Wikipedia](#))
 - <https://www.pcca.com.au>
 - **OneMusic**
 - music licensing for Australian businesses ([Wikipedia](#))
 - <https://onemusic.com.au>
 - **APRA/AMCOS** (Australasian Performing Right Association and Australasian Mechanical Copyright Owners Society)
 - APRA AMCOS are copyright management organisations or copyright collectives which jointly represent over 100,000 songwriters, composers and music publishers in Australia and New Zealand. The two organisations work together to license public performances and administer performance, communication and reproduction rights on behalf of their members ([Wikipedia](#))
 - <https://www.apraamcos.com.au>

17. Terms and definitions

Australian ballot

- the method used to elect the executive ... usually at the AGM on the first Monday of July
- If no candidate receives more than 50% of the first-choice votes, the candidate with the least votes is eliminated, and their votes are redistributed to the remaining candidates based on the voters' next preferences until one candidate achieves a majority.

ballot production file (GFGC Election Ballots.numbers)

- an Apple Numbers spreadsheet solution for producing customised preferential voting ballots ([see link and download](#))
- the file is prepared with a printout of candidates and the secret ballot is conducted (with no proxies) with the following count being immediate

GFGC BALLOT YRMTDY 000001	president	☐ FredS	vice-president	☐ GeldoffX	secretary	☐ AaronG	treasurer	☐ SpannyH	public officer	☐ FannyH	GFGC BALLOT YRMTDY000001 ADD NAME+SIGNATURE TEAR OFF AND KEEP	AUSTRALIAN BALLOT If no candidate receives more than 50% of the first-choice votes, the candidate with the least votes is eliminated, and their votes are redistributed to the remaining candidates based on the voters' next preferences until one candidate achieves a majority.
	☐ JohnX	☐ BennieJ	☐ BliboB	☐ SpinnyK	☐ FennyE							
	☐ MargeK	☐ GenaS	☐ GizelleL	☐ SpoonyT	☐ FennyB							
	☐ MinnieB	☐ TaniaE	☐ SimoneQ	☐ SpunnyL	☐ FunnyA							
GFGC BALLOT YRMTDY 000002	president	☐ FredS	vice-president	☐ GeldoffX	secretary	☐ AaronG	treasurer	☐ SpannyH	public officer	☐ FannyH	GFGC BALLOT YRMTDY000002 ADD NAME+SIGNATURE TEAR OFF AND KEEP	AUSTRALIAN BALLOT If no candidate receives more than 50% of the first-choice votes, the candidate with the least votes is eliminated, and their votes are redistributed to the remaining candidates based on the voters' next preferences until one candidate achieves a majority.
	☐ JohnX	☐ BennieJ	☐ BliboB	☐ SpinnyK	☐ FennyE							
	☐ MargeK	☐ GenaS	☐ GizelleL	☐ SpoonyT	☐ FennyB							
	☐ MinnieB	☐ TaniaE	☐ SimoneQ	☐ SpunnyL	☐ FunnyA							

executive

- one, some or all of the management committee: president; vice president; secretary; treasurer; and, public officer

5-minute-conch-controller

- the person who has taken his/her turn to deliver and control for five minutes ... as identified by the holding of a conch shell (ie Lord of the Flies)

five-minutes-each

- the procedure where a member takes control of the meeting to deliver and control (with five-minutes-each timers) their own jams, training, discussions and recordings

five-minutes-each timer

- the mechanism or the time-keeper that define the beginning and end of the five-minutes-each jams, training, discussions and recordings

gathering

- the weekly gathering of finger-stye guitarists for normal club activities as distinct from a general meeting, general special meeting or executive meeting which may be held during part of the time allotted to a gathering

general meeting

- a regular, formal monthly meeting held on the first Monday of the month which involves a notice of agenda and an invitation to members to discuss and propose motions

jingle registry

- the 5-minute-conch-controller chooses a jingle theme to jam on
- the recording is uploaded to the APRA/AMCOS website at the meeting

special general meeting

- an irregular formal meeting usually also held on the first Monday of the month which involves a notice of agenda to deal with particular (special) issues